

Accounting - 3

OGC HAS REVIEWED.

12 January 1956

MEMORANDUM FOR: Deputy Director (Support)

25X1A9a

ATTENTION:

SUBJECT:

Requirements and Authority for Bonding of Personnel

1. The law requires the bonding of Certifying Officers (31 U.S.C. 52c), Disbursing Officers (5 U.S.C. 44) and "Special Agents . . . charged with the disbursement of public monies." (31 U.S.C. 451) The extent of this last category is not entirely clear; however, since the approval of bonds under this statute is vested in the hand of the department or agency concerned, wide latitude exists for its interpretation and application.

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2. We have been advised by [redacted] of the Office of the Comptroller, by a memorandum dated 16 December 1955, that a Position Schedule totaling 191 positions, prepared by the Office of the Comptroller, covers all employees of the Office of the Comptroller, wherever located, "whose primary duties are those of disbursing and/or certification."

3. We therefore conclude, as a matter of law, that completion of a Position Schedule bond covering those 191 positions will satisfy all statutory requirements for bonding except such as might be additionally imposed upon this Agency by 31 U.S.C. 451. We understand that subsequent activity of the Special Committee appointed by you to consider bonding policy and procedure will be directed at determining what, if any, additional positions or persons in the Agency must be bonded under that statute, and which may be bonded under the authority of that statute if it is considered desirable to bond them as a matter of Agency policy.

4. [redacted]

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[redacted] Without subjecting ourselves to the restrictions of the new legislation, or regulations issued thereunder, we nevertheless obtain benefits from Treasury's new willingness to accept Position Schedule bonds.

5. The Position Schedule bond offers two advantages. First, it results in a lower premium. Second, and of particular importance to the Agency, it becomes unnecessary to name or

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locate any individual covered unless and until such time as a claim may be made.

6. If the Position Schedule bond, for which informal bids are now being solicited from four surety companies, is contracted for with one of those companies, and if, subsequently, the Agency decides to bond additional positions, such extension may be accomplished through endorsement of the original bond and the payment of additional premium, without the necessity for re-negotiation.

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Assistant General Counsel

OGC:RFB:mz

Distribution:

- Orig. & 1 - Addressee
- 1 - Subject
- 1 - Signer
- 1 - OGC Chrono

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POSITION SCHEDULE CHARTS

(Attachments and/or information pertaining to proposed Position Schedule Bond)

- 1. Chart showing symbol for each geographic location (employees heretofore bonded by both Fiscal and Finance Divisions)**
- 2. As above (bonded by Fiscal Division only)**
- 3. As above (bonded by Finance Division only)**
- 4. Chart showing only "Washington, D. C.", "Field, U. S.", or "Field, Foreign" as geographic location (employees heretofore bonded by both Fiscal and Finance Divisions)**
- 5. As above (bonded by Fiscal Division only)**
- 6. As above (bonded by Finance Division only)**
- 7. Description of duties and functions of employees to be bonded (for attachment to whichever chart or charts is adopted)**
- 8. Locations of offices shown in 1, 2, and 3 (NOT for presentation to bonding company)**

POSITION SCHEDULE CHART

LOCATION	AGENT CASHIER \$20,000.	AGENT CASHIER \$50,000.	REGIONAL DISTRIBUTING OFFICER \$25,000.	ASST. REGIONAL DISTRIBUTING OFFICER \$10,000.	CREDITING OFFICER \$5,000.	DIRECT FUND CASHIER \$5,000.	TOTALS	PRELIMINARY
Headquarters								
U. S. Field Base # 1	7		4	10	34	4	59	2
U. S. Field Base # 2			1	1	1		2	2
U. S. Field Base # 3						2	2	2
# 4						2	2	2
# 5						2	2	2
# 6						2	2	2
# 7						2	2	2
# 8						2	2	2
# 9						2	2	2
# 10						2	2	2
# 11						2	2	2
# 12						2	2	2
# 13						2	2	2
# 14						2	2	2
# 15						2	2	2
# 16						2	2	2
Foreign Area								
A				2	1		2	2
B				2	1		2	2
C				2	1		2	2
D				2	1		2	2
E				2	1		2	2
F				2	1		2	2
G				2	1		2	2
H				2	1		2	2
I				2	1		2	2
J				2	1		2	2

POSITION SCHEDULE CHART

(CENT.)

Foreign Area	LOCATION	AGENT		AGENT CASHIER		REGIONAL DISBURSING OFFICER		ASST. REGIONAL DISBURSING OFFICER		CERTIFYING OFFICER		INTEREST FUNDED CASHIER		TOTALS	PRINTING
		\$200,000.	\$50,000.	\$25,000.	\$10,000.	\$5,000.	\$5,000.	\$5,000.	\$5,000.	\$5,000.	\$5,000.	\$5,000.	\$5,000.		
K														2	
L														2	
M														2	
N														2	
O														2	
P														2	
Q														2	
R														2	
S														2	
T														2	
U														2	
V														2	
W														2	
X														2	
Y														2	
Z														2	
AA														2	
AB														2	
TOTALS		7	1	6	63	88	27	192							

POSITION SCHEDULE CHART

LOCATION	AGENT CASHIER \$50,000.	ASST. REGIONAL DISTRIBUTING OFFICER \$10,000.	CERTIFYING OFFICER \$5,000.	INVEST PUND CASHIER \$5,000.	TOTALS	PERCENT
Headquarters U.S. Field Base /						
		1		4	9	1
			5	2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
				2	2	2
Foreign Area						
TOTALS - - - - -	1	1	20	27	49	

POSITION SCHEDULE CHART

<u>LOCATION</u>	<u>AGENT</u>	<u>REGIONAL</u>	<u>ASST. REGIONAL</u>	<u>CHIEF/INSP</u>	<u>TOTALS</u>
	<u>CASSETT</u> \$200,000.	<u>DIRECTING OFFICER</u> \$25,000.	<u>DIRECTING OFFICER</u> \$20,000.	<u>OFFICER</u> \$5,000.	
Headquarters	7	4	20	29	50
U. S. Field Base #1		1		1	2
U. S. Field Base #2		1		1	2
Foreign Area -					
A					1
B					1
C					1
D					1
E					1
F					1
G					1
H					1
I					1
J					1
K					1
L					1
M					1
N					1
O					1
P					1
Q					1
R					1
S					1
T					1
U					1
V					1
W					1
X					1
Y					1
Z					1
AA					1
AB					1
TOTALS - -	7	6	50	50	143

POSITION SCHEDULE CHART

<u>POSITION</u>	<u>PAID COVERAGE EACH EMPLOYEE</u>	<u>OFFICES</u>			<u>TOTALS</u>	<u>PREMIUM</u>
		<u>WASH D. C.</u>	<u>FIELD (U.S.)</u>	<u>FIELD (FOREIGN)</u>		
Agent Cashier	\$ 200,000.00	7		1	7	
Agent Cashier	50,000.00	4	2	52	6	
Regional Disbursing Officer	25,000.00	10	1	53	63	
Asst. Regional Disbursing Officer	10,000.00	34	1	1	86	
Currying Officer	5,000.00	1	22	1	27	
Import Fund Cashier	5,000.00	1				
TOTALS - -		<u>59</u>	<u>26</u>	<u>107</u>	<u>192</u>	

POSITION SCHEDULE CHART

<u>POSITION</u>	<u>BOARD COVERAGE EACH MONTH</u>	<u>OFFICES</u>			<u>TOTALS</u>	<u>PERCENT</u>
		<u>WASH. D. C.</u>	<u>FIELD (U.S.)</u>	<u>FIELD (FOREIGN)</u>		
Agent Cashier	\$ 50,000.00		1	1	1	
Asst. Regional Distributing Officer	10,000.00		1	15	1	
Certifying Officer	5,000.00	5	28	1	20	
Import Fund Cashier	5,000.00	1			27	
TOTALS --		9	23	17	49	

POSITION SCHEDULE CHART

POSITION	NO. OF COUNTRIES IN WHICH PERFORMS	OFFICES			TOTALS	FUNCTION
		WASH. D.C.	FIELD (U.S.)	FIELD (FOREIGN)		
Agent Cashier	200,000.00	7	2	52	61	
Regional Distributing Officer	25,000.00	4			4	
Asst. Regional Distributing Officer	10,000.00	10	1	21	32	
Controlling Officer	5,000.00	12			12	
TOTALS - -		30	3	73	106	

1. Agent Cashiers. Employees of the Central Intelligence Agency, designated in writing by the Secretary of the Treasury or by his designee, to receive and disburse monies of the Central Intelligence Agency in accordance with law and regulations.

2. Regional Disbursing Officers. Employees of the Central Intelligence Agency, designated by the Director of Central Intelligence or his designee, to disburse monies in accordance with law and regulations and to perform such other duties and delegate such authority as may be required in order to effect the faithful performance of the duties of the position.

3. Imprest Fund Cashiers. Employees of the Central Intelligence Agency, designated by the Director of Central Intelligence or his designee, for the purpose of making immediate cash payments of comparatively small amounts to cover authorized purchases.

4. Certifying Officers. Employees of the Central Intelligence Agency, designated in writing by the Director of Central Intelligence or his designee, to act in the capacity of authorized certifying officer for the purpose of certifying vouchers for payment by employees authorized to disburse monies. Certifying Officers are responsible for the correctness and legality of the payment under the appropriation of fund involved, and correctness of the computation therein.

**DESCRIPTIONS OF DUTIES AND FUNCTIONS
OF EMPLOYEES TO BE BONDED**

Agent Cashiers:

Employees designated to receive and disburse the official funds of the Agency. They are appointed by the Secretary of the Treasury, who also establishes the maximum advance balance which may be maintained by each Agent Cashier.

Regional Disbursing Officers:

Employees designated by the Comptroller to disburse monies in accordance with laws and regulations.

Certifying Officers:

Employees having primary responsibility for ensuring that official funds are disbursed and expended in accordance with the technical policies and procedures prescribed in Agency regulations.

Imprest Fund Cashiers:

Custodians of official funds advanced for the purpose of providing for payment of items of expense of an extraordinary or emergency nature.

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